

# ELECTRONIC TAX REPORTING USER GUIDE

## *Beer Gallonage Tax Report*

### STEP 1

**Visit the Web:** [www.iowaABD.com](http://www.iowaABD.com)

1. Visit the web and click the **"Alcohol"** tab.
2. While hovering over the **"Alcohol"** tab, click on **"Licensing Application"** under **"Licensees"**.
3. Log-on using your User ID and Password you created for renewing your class A beer permit. Click **"Log On"**.
4. After a successful login, you will be taken to the **"Action List"** screen.
5. Click on **"Complete a Tax Report"**.
6. Select the license you wish to complete a tax report for from the **"License List"** screen and click **"Complete"**. Any license in **"Notice Sent"** status may be completed. Be sure you are selecting the correct report by referring to the **"Reporting Period"** column. **You will need to complete a tax report for your high and low proof license if you have both.**

### STEP 2

#### **Enter Tax Information:**

**Note: Do not use commas when entering numbers. Clicking "Next" will save the information entered on the page, using the navigation pane will not.**

1. **Beer Tax, General Input** – Enter gallons on hand at beginning of month and click **"Next"** at the bottom right corner of screen. Note: this will be the same as the ending gallonage from the previous month.
2. **Purchases During Month (Schedule A)** – Enter purchases/ production on screen. For produced beer, put "Produced" in the From whom Purchased box. If you want to use ABD's excel file to record your purchases/ production, please go to Step 3. If entering manually, enter each invoice/ batch separately. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each entry, click on **"Add New"** to clear the screen to enter the next entry. If there are not enough drop downs to enter all the sizes for an invoice, click **"Add New"** and then finish adding the rest on the new screen using the same date and invoice number. If you only have one entry, you still must click **"Add New"** before moving to next screen. As you click on **"Add New"**, the information entered will appear in the bottom box. Check that all entries are listed in the box before you hit "Next." If nothing happens when you hit add new, or there is an error, a red sentence will appear at the top left of the page to inform you of the error.

**Enter Tax Information Continued:**

If you require a total of sizes and gallons that are inputted on this screen, click the "download" button on the bottom left hand corner of the screen and it will download a recap in an excel file. This can be done on each screen for a detailed listing.

When all invoices have been entered, click **"Next"** at the bottom right corner of screen. If you have no purchases, click **"Next"**.

3. **Returns from Retailers (Schedule B)** - Enter returns on this screen. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a vendor, click **"Add New"** and then finish adding the rest on the new screen using the same retailer name. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. Enter all returns as a positive number. Returns will be credited back the tax previously paid on the "Gallonge Report" screen.
4. **Tax Exempt Sales to Iowa Licensed Wholesalers (Schedule C)** - Enter tax exempt sales on this screen. These are sales to Wholesalers that will then distribute the product to the retailers. These are NOT sales to Retailers, grocery stores, boutiques, restaurants, etc. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click **"Add New"** and then finish adding the rest on the new screen using the same wholesaler name and date. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. If you have no returns, click **"Next"**.
5. **Tax Exempt Shipments Out-of-State (Schedule D)** - Enter tax exempt shipments out-of-state. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click **"Add New"** and then finish adding the rest on the new screen using the same wholesaler name and date. If you only have one entry, you must click **"Add New"** before moving to next screen. When you click on **"Add New"**, the information entered will appear at the bottom of the screen. If you have no returns, click **"Next"**.

6. **Breakage &/or Destruction (Schedule E)** - Enter breakage and/or destruction and the reason. These will be all losses, including all manufacturing losses as well as samples. If the size is not listed, there are 8 drop down fields available to enter various sizes. After each entry, click on "Add New" to clear the screen to enter the next entry. If there are not enough dropdowns to enter all the sizes for a wholesaler, click "Add New" and then finish adding the rest on the new screen using the same reason and date. If you only have one entry, you must click "Add New" before moving to next screen. When you click on "Add New", the information entered will appear at the bottom of the screen. If you have no returns, click "Next".
7. **Ending Inventory (Schedule F)** - Enter ending inventory for each size using the drop down. After each size entry, click on "Add New" to clear the screen to enter the next size. If you require a total of sizes that are inputted on this screen, click the "down load" button on the bottom left hand corner of the screen and it will download a recap in an excel file. Click "Next" to move to the next screen.
8. **Gallonage Report** - Recap of report and shows the gallonage tax due. Check all numbers before clicking "Next." If there is an error on this screen, or your totals are not computing correctly, return to previous screens to make corrections.
9. **Beer Tax Signature** - Enter name of person completing report and enter date in format mm/dd/yyyy. Enter banking information and click on "Finish". If you are not taken to a confirmation screen, your application was not submitted. If you are not taken to the confirmation screen, scroll to the top of the beer tax signature screen and read the error message, correct the issue, and click on finish again.

### ***Purchases/Production (Schedule A) Upload***

1. If you want to upload the information to the site, you must use the excel file that was sent with these instructions as your template or the upload will not work. If you have a small amount of information to enter, the manual entry will be more efficient. For large amounts of data, you should use this template each month. Once you have your report complete, save it as something other than your template. The file is very sensitive to any changes that are made to the template file. Do not rearrange the order of the sizes or the upload will not work.
2. If additional lines are needed for a reporting month, please add additional lines by copying the last blank line on the excel file template. DO NOT enter info without copying one of the lines that were blank on the original excel file template or that information will not be recognized in your upload. DO NOT add columns to the template, all additional sizes may be manually entered after you upload the template to the licensing site.

3. Before uploading the Excel file, ensure there are no blank copied lines at the end of the report or it will not upload correctly. You must delete any unused lines that already existed on the template or ones that you added. Before you save the worksheet, you will need to set the print area so the system can read just the necessary information.
4. To set the print area: Select all the information on the sheet including every row and column with any data. Go to the "Page Layout" tab at the top of the screen. Select the "Print Area" icon, select "Set Print Area" then save the worksheet.
5. When on the **"Purchases During Month (Schedule A)"** screen, click on the "browse" button and double click on the file to be downloaded. When you have chosen the correct excel file, click on "Upload" and all information will appear on the bottom of the screen.
6. If you get an error message after the upload attempt, please call or email the person listed below, or return to the worksheet to determine the issue.
7. You can use the upload for all pages of the report. Save each schedule separately so as not to upload the wrong schedule per page.

### ***NEED HELP?***

If you have questions regarding the wine gallonage tax reporting process, contact the Division's accounting section at 515.281.7370, or by e-mail at [Bertram@IowaABD.com](mailto:Bertram@IowaABD.com). This option is available Monday through Friday, 8:00 a.m. to 4:30 p.m.